

STANDING ORDERS
144TH OVERSEAS BATTALION,
C. E. F.
WINNIPEG RIFLES

1916





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Published Under Para. 1884 King's Regulations

By LT.-COL. A. W. MORLEY

Commanding 144th Overseas Battalion, C.E.F.
Winnipeg Rifles

*Per Id.
2537*



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74.11.26/12

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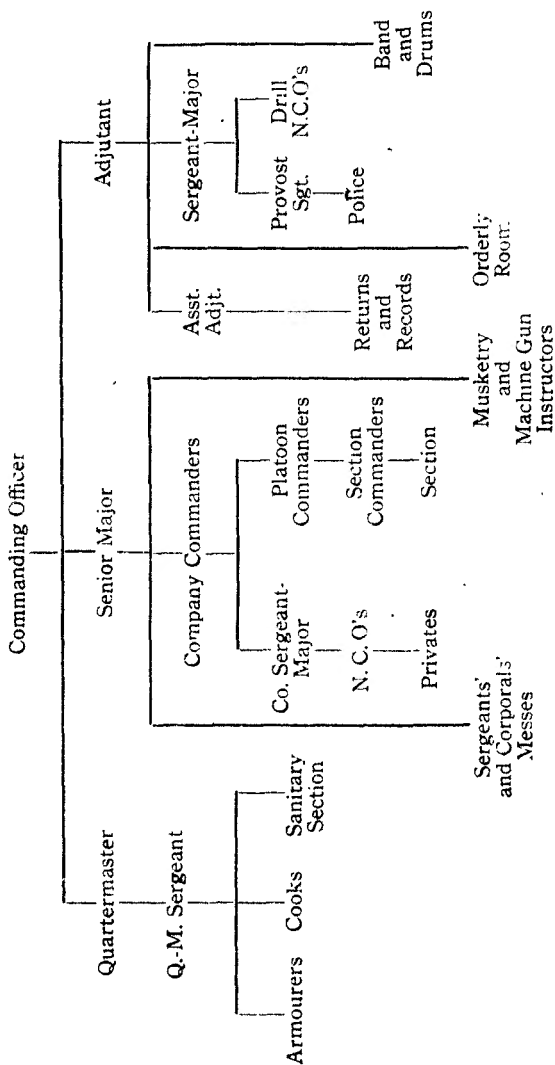
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CHAIN OF RESPONSIBILITY



STANDING ORDERS

PART I

Officers and Their Duties in Their Respective Grades

1—COMMANDING OFFICER

(1) The Commanding Officer is responsible for the maintenance of discipline, efficiency, due subordination, for the general tone of the Regiment in all situations, and for the conduct of the Regiment in all respects. His authority within his Unit is paramount under all circumstances and in every situation of service.

(2) He is responsible for the restriction of all expenses in Messes, Regimental Institutions, and Subscriptions.

2—OFFICERS IN TEMPORARY COMMAND OF THE REGIMENT

(1) An Officer in temporary command of the Regiment will issue such orders as are necessary from the particular circumstances and situation of the Regiment.

(2) Such orders must never be in opposition to the Standing Orders of the Regiment.

(3) He has no authority to issue orders for the establishment of any rule or regulation of a permanent nature without first submitting it for sanction of the Commanding Officer.

(4) He will make no promotion to a rank higher than that of Corporal without consulting the Commanding Officer. He may, however, promote a man provisionally, pending the appointment being confirmed by the Commanding Officer.

(5) He has no authority to order any alteration in the Regimental clothing, nor to direct a new supply of clothing or appointments of any description, without the sanction of the Commanding Officer.

(6) He is responsible for the conduct of the Regiment in every respect, during the time he is in command.

3—SECOND IN COMMAND

(1) He will assist the Commanding Officer in the training of his Regiment.

(2) He will see that Officers at all times, on Parade or at Mess, are dressed according to the Regulations.

(3) He will frequently attend Orderly Room and keep himself informed of all important official matters and correspondence.

4—JUNIOR MAJOR

Should a Junior Major be appointed or available, his duties are as follows:—

(1) He will, as a rule, act as President of all Committees, subject to appointment.

(2) He will constantly supervise the Officers' Mess, being ex-officio, the senior member of the Mess Committee.

(3) The Sergeants' Mess will be under his direct supervision, and he will act on behalf of the Commanding Officer in this connection.

(4) He will be responsible for the proper management of the Canteen, and will see that the books are properly audited and that all money is handed over by the Canteen Steward and deposited daily. He will also see that all bills and accounts are closed up and paid at the end of each month.

(5) He will see that a scale of prices of all articles on sale is posted in the Canteen, such scale having been approved by the Commanding Officer.

(6) The Band and Buglers will be under his constant supervision, and they will come under him for discipline.

(7) He will inspect the barracks daily, and will see that all Rules and Standing Orders are being strictly adhered to.

5—ADJUTANT

(1) He will make constant opportunity to observe everything in connection with the Battalion, and will see that the Standing Orders are strictly adhered to. He will on no consideration withhold from the Commanding Officer's knowledge any deviation from the established practice, regulations and orders.

(2) The Adjutant is to be considered as the mouthpiece of the Commanding Officer. All orders coming through him are to be implicitly obeyed by all ranks, as if given by the Commanding Officer in person.

(3) He will see that every man is well set up, and that, with or without arms, his carriage is soldier-like.

(4) Every extraordinary occurrence in barracks must receive his immediate attention.

(5) He will receive all orders from the Commanding Officer, and is responsible that they are properly promulgated.

(6) He will superintend the drills conducted by the Regimental Sergeant-Major and Drill Instructors.

(7) He should occasionally be present at Guard Mounting, and should frequently inspect the Guard Detention Rooms,

the Guard and all pertaining thereto, and see that all Sentries are acquainted with their orders.

(8) He will keep all Battalion documents, books, rosters, etc., in the office, and see that all returns, etc., required for the Battalion are made out.

(9) He is responsible that all Parades and other Regimental duties are conducted according to King's Regulations, and that all men for duty are properly turned out and duly inspected.

(10) The Regimental Police and all men under arrest are under his direct supervision. He will see that all accused men for trial and all witnesses, for and against them, are properly warned.

(11) He will carry out his duties, with regard to Musketry Instruction, as defined by the Musketry Regulations.

(12) In conjunction with the Senior Subaltern, he will see that all Subalterns are brought up in accordance with the traditions of the Regiment. He should generally assist the Second in Command in all matters appertaining to the training of young Officers.

(13) He is the channel of all correspondence between the Commanding Officer and the Officers, with the exception of the Senior Major, the Junior Major, and the Quartermaster.

(14) On Parade the Adjutant is responsible that the whole Battalion is turned out in a thoroughly soldierly manner, severely checking any irregularities or breaches of discipline in any form. He personally parades and inspects the Non-Commissioned Officers.

6--ASSISTANT ADJUTANT

(1) The Assistant Adjutant is under the orders of the Adjutant, and is liable to be called upon by him to assist in or undertake any of his many duties.

(2) He is responsible for the preparation and accuracy of the Battalion returns, and will check Company returns, diaries, etc.

(3) Under the Adjutant, he will arrange the distribution of work among the Orderly Room Staff, assigning to each clerk his own particular task.

7--QUARTERMASTER

(1) He is responsible to the Commanding Officer for all Regimental stores received, and will account to him for their expenditure. Whatever he receives from the Regimental tradesmen will be strictly examined by him, and he will report to the Commanding Officer any deviation in pattern, or deficiency in quality he may observe.

(2) He is responsible for all deliveries from the Regimental to the Company Stores, taking care to make regular entries and to take proper receipts for same.

(3) He is to take charge of and superintend all Regimental workmen and should check their bills and charges.

(4) He will report to the Commanding Officers any deviations from the Regulation pattern he may perceive in cutting and making up the clothing of the Battalion.

(5) He will obtain an order from the Commanding Officer for any issue of appointments, etc., from the General Stores. The Quartermaster will apply through the Adjutant for any fatigues he may require.

(6) He is to receive and hand over all barracks, and be present at the delivery and exchange of all barrack stores, delivering over same to the Quartermaster Sergeants of Companies, and taking their receipts. He will take care to give receipts for all articles issued and obtain receipts for all articles returned.

(7) He is to superintend all the weekly issues from the barrack stores of coals, candles, brooms, etc., and make out returns for same.

(8) He is responsible to the Commanding Officer that the rations issued to the men and horses are full weight.

(9) He will give receipts for all forage and rations issued in barracks.

(10) He is to attend all inspections of barracks, and is responsible that all damages against the Battalion are checked by himself and kept as small as possible.

(11) He will report to the Commanding Officer when any unfair or exorbitant charge is made. He will on no account permit barrack damages to be made the subject of a general charge against the Regiment, but will see that they are fairly divided amongst the different Companies, and that every charge, whether large or small, which can be traced to individuals, sections or rooms, is charged to such only.

(12) When any repairs in barracks are reported to him as being necessary, he will take immediate steps to insure their being completed as soon as possible.

(13) The magazine demands his special attention. The regulations relative to the care, issue, and exchange of ammunition, will be rigidly adhered to.

(14) It is his duty to see that every part of the barracks is kept in perfect order.

(15) The Camp Colorman will be, as a rule, under the Quartermaster, who is responsible for the proper marking out of Camp in every detail.

(16) On Marches, unless a Regimental Transport Officer is appointed, he will have the general charge of all Regimental baggage, and in this respect the Company Quartermaster Sergeants are under his immediate direction. He will see that the wagons are duly ordered, that they are properly loaded and

unloaded, that nothing but Regimental baggage is carried on them and that they are regularly paid for.

(17) On entering barracks, his duty is to inspect the weights and measures, and to compare them with the standard ones. He will at once report any inaccuracy to the Commanding Officer.

(18) He receives all orders from the Commanding Officer and reports to him on all matters relating to his department.

(19) Fire prevention and fire fighting arrangements and apparatus are in his hands.

8—COMPANY COMMANDER

(1) He is responsible to the Commanding Officer that the Company under his Command is in every way fit for service.

(2) He will make himself acquainted in every way with the character and disposition of every man in his Company, and more especially with the characters and dispositions of the Non-Commissioned Officers. A Company Commander's recommendation will invariably bear great weight in all matters of promotion or Staff appointments.

(3) He must pay special attention to the care of recruits. A man's bearing as a soldier often depends on his first few months' training.

(4) A Company Commander is also responsible for the setting up and general bearing of his men, for the equipment and appointment of his Company, for the clothing and necessaries being complete, in good order, and properly marked and for the cleanliness of all barracks and outhouses, etc., in his charge.

(5) He will sign all returns and reports required from his Company, and will see that the men's active service pay books are properly filled in, immediately after issue.

(6) He will invariably make himself acquainted with all the circumstances relating to any case which is to be brought before the Commanding Officer.

(7) He is answerable for all Company debts. He will see that all the bills of his Company are paid regularly and will frequently check up his Company books. He will ensure that all just demands against his Company are paid before his Company marches from a quarter.

(8) He will arrange that an Officer inspects the men's rooms daily.

(9) Company Commanders must acquaint themselves with the scale of punishment that they are permitted to award, and will see that all their Officers have a similar knowledge.

(10) He will see that the Non-Commissioned Officers and men of his Company are invariably paid by an Officer.

(11) He will frequently visit the sick of his Company in Hospital.

(12) Before any man is allowed to take new uniform in to wear, it must be inspected by the Company Commander.

(13) He must ascertain the exact periods at which his men become entitled to extra pay and must submit their names to the Orderly Room when they become entitled to it.

(14) When an Officer commanding a Company or a Detachment has obtained leave of absence he must make over his Command to the Officer appointed to relieve him, and until this has been done, he is on no account to leave the Regiment or Detachment.

(15) He will be responsible that all Officers of his Company have a thorough knowledge of the system of accounts and are thoroughly acquainted with the details of Interior Economy.

(16) Although every Company Commander should endeavor to render his own Company as efficient as possible, he should be careful not to do so at the expense of the other Companies of his Battalion. He should always keep in view the fact that the efficiency of the Battalion as a whole is the first consideration.

(17) Company Commanders will synchronize their watches daily with the Battalion time, as kept by the Adjutant. They will see that their Company Officers receive the correct time daily from themselves, and that the chain of responsibility in this respect is carried out as regards all Non-Commissioned Officers in the Company.

9--CAPTAIN, SECOND IN COMMAND

(1) The Captain, Second in Command of the Company, should strive to make himself competent in every way to take the place of the Company Commander.

(2) An Officer in temporary Command of a Company will issue such orders as are necessary from the particular circumstances and the situation of the Company. Such orders shall never be in opposition to the orders issued by the Company Commander without that Officer's consent.

(3) An Officer in temporary command of a Company will not submit names of Non-Commissioned Officers or men for promotion without first obtaining the approval of the Company Commander. Should that Officer be on long leave, promotions can be made, but the Officer in temporary Command must endeavor in this, as in every other respect, to act in accordance with the wishes of the Company Commander.

10--PLATOON COMMANDERS AND SUBALTERNs GENERALLY

(1) He is responsible to his Company Commander for his Platoon both in the field and in barracks.

(2) He will supervise the training of the Platoon on the lines laid down by his Company Commander.

(3) He is responsible that his Non-Commissioned Officers are thoroughly qualified to impart instruction on all subjects that may be required of them.

(4) He must ensure that his Non-Commissioned Officers and men are thoroughly trained in Interior Economy and Duties.

(5) A Platoon Commander should know every man in his Platoon and be able to answer any question on any matter relating to them or to the Interior Economy of his Platoon.

(6) He must continually practice himself with the weapons with which his Platoon is armed, so that no man in his Platoon is more skilful at arms than himself.

(7) He must not only be able to tell a man how to do a thing, but must also be able to demonstrate how the thing should be done. Ocular demonstration will convey more to the men than the most lucid explanation.

(8) He must not be content with any cut-and-dried method of training, but must think out for himself new and progressive exercises.

(9) He should endeavor to make his men interested in all forms of sports in order to get his Platoon to a high state of physical perfection, so that each man should at all times be in a fit condition to take the field.

(10) Subalterns, before applying to the Commanding Officer for leave, must obtain the sanction of their Company Commander.

(11) Every Subaltern should endeavor to fit himself in all respects for the command of his Company in the absence of his superiors.

(12) Every Subaltern must keep a roll of the names of every man of his Platoon, giving such particulars of each man as will be necessary when on service where, at times, no other records will be available.

(13) In the present warfare it has been found that the Platoon Commander's responsibility has developed greatly owing to the frequency with which he is often completely out of reach of orders from his Company Commander.

(14) In action his duty is to supervise his four Section Commanders, indicating the task allotted to each, when necessary specially directing their fire and regulating expenditure and replenishment of ammunition.

(15) He co-operates under the direction of the Company Commander with the units on his flanks, watches all movements of the enemy and reports same, endeavoring to maintain constant communication with all possible diligence. During an advance he takes every opportunity of rallying his Sections on suitable ground, taking all leaderless men of other Units under his com-

mand, and using them to the best advantage until the action is over or the force reforms. After a successful assault he will rally and reform his Command as expeditiously as possible.

(16) A Subaltern Officer must deport himself as befits his position in the Unit, and must salute any senior Officer when given an order.

11—TRANSPORT OFFICER

(1) The Transport Officer is responsible for the training and efficiency of the Battalion transport and for the care and custody of the animals and equipment.

(2) He should endeavor always to have a sufficiency of men trained in transport duties to cope with any emergencies.

(3) He is responsible for the correct loading of all vehicles and pack animals and for the despatch on time of all wagons.

(4) A good Transport Officer will always have his Section up to full strength in horses, mules, vehicles, harness and equipment generally.

As the Transport Section is inspected weekly by Divisional arrangements when at the Front, in the present war, it should be a matter of pride with the Transport Officer that his horses are the best groomed and in the best condition of any in the Division, and also that his harness and vehicles are kept spick and span. The vehicles should have the conventional signs and Battalion Number and Number of the Brigade painted on in neat lettering, and all vehicles should be kept freshly painted. The Transport Officer should always be on the alert to discover from other Battalions, etc., any new ideas or changes which would improve the efficiency of his own Section.

12—SIGNALLING OFFICER

(1) The Battalion Signalling Officer has charge of all signalling apparatus and equipment, and is directly responsible for its serviceable condition.

(2) He is responsible for the training of the Signallers and must maintain a high standard of efficiency. He instructs the classes which are periodically formed for the purpose of replenishing the establishment. He should endeavor to have always a strong reserve of thoroughly trained Signallers in the Unit to cope with eventualities.

13—OFFICERS IN GENERAL

(1) All Officers must consider exactness of time on parades as a very important principle of military duty.

(2) All Officers will at once check any deviation from Standing Orders. They will particularly take note of any case in which a man is improperly dressed or fails to salute. They must consider it their duty to pay attention to the appearance and conduct of Non-Commissioned Officers and men, whether in their own Companies or not.

(3) When a Commanding Officer's parade is ordered, Sub-alterns will turn out with their men on "Parade" sounding; Company Commanders on "Officers' Call" sounding; Companies will form up on Regimental Parade on "Advance."

(4) When an Officer is sick he will at once inform the Adjutant.

(5) Officers requiring leave of absence must enter their names and full postal addresses in the book kept for that purpose.

(6) It is the duty of every Officer to make himself acquainted overnight with the orders of the following day. Officers living out of barracks must make their own arrangements to get acquainted with the orders. Officers who have been absent from the Regiment will, on their return, make themselves acquainted with all orders issued during their absence.

(7) Any Officer who considers himself aggrieved or who wishes to see the Commanding Officer on any official matter, will apply to the Adjutant for an interview with the Commanding Officer and will state the nature of the business he wishes to discuss.

(8) All business connected with the Regiment is to be transacted with the Commanding Officer during office hours. Only matters of an urgent or serious nature are to be brought before that Officer at any other time.

(9) Officers are at all times to have their field service kit complete and ready for immediate use.

(10) A good understanding amongst the Officers is most necessary for the well-being of all ranks, and particularly all Officers must abstain from criticising any orders or instructions emanating from superior authority.

(11) Officers must be punctilious in returning the salute. They must neither omit it or allow themselves to develop a slovenly or cursory acknowledgment. Neither must they suffer the salute to be omitted by those of inferior rank; they must at no time allow an unsoldierly bearing or want of smartness to pass unnoticed.

(12) Uniform and appointments must strictly conform to regulations, and no deviation is permissible. On all parades and duties, and also when two or more Officers of the Unit appear in public together, the senior present is responsible that dress and other matters are strictly attended to.

(13) All Officers will invariably address the Commanding Officer as "Sir," and will salute him when meeting him. Sub-altern Officers will address the Majors in the same way.

(14) On parade or on duty all Officers, when receiving an order or conveying a message to an Officer senior to themselves, will always salute that Officer and address him as "Sir."

(15) On entering the Orderly Room all Officers salute the Commanding Officer if present, and Officers junior to the Adjutant salute him also should he be present.

(16) No Officer will dismiss a parade, etc., when a senior Officer is present without first obtaining that Officer's permission.

STANDING ORDERS

PART II

Warrant Officers, N.C.O's and Men

14—WARRANT OFFICERS

(1) Non-Commissioned Officers and men will address Warrant Officers in the same manner as they do Officers, but will not salute them.

15—BATTALION SERGEANT-MAJOR

(1) He is the Assistant to the Adjutant and on him, in a great measure, depends the general smartness of the Regiment; being at the head of the Non-Commissioned Officers, he must be an example of activity and soldier-like conduct. He must instantly correct any want of spirit or exertion which he may observe in them.

(2) He must keep an exact roster of the duties of Non-Commissioned Officers, and the number of privates required from the duty Company.

(3) He must keep a list of the men ordered extra drill for awkwardness or inattention, and must see that they attend regularly when off drill.

(4) He is to keep accurate lists of defaulters, to see that they do not escape the punishment awarded, and that they are properly drilled and dismissed at the hours appointed.

(5) He must be particularly observant of the conduct of Non-Commissioned Officers and never fail to bring to the notice of the Adjutant any Non-Commissioned Officer who does not support his authority amongst the men, or is intimate or familiar with them.

(6) The Regimental Sergeant-Major is responsible for the regularity and good conduct of the Sergeants' Mess, and he will bring to the notice of the Adjutant any individual whose conduct is calculated to cast discredit on the Mess or interfere with the harmony and good feeling which should exist at all times amongst the Sergeants of the Regiment.

(7) He will visit the Guard Room frequently and will see that it is kept clean and properly aired. He will see that the written orders for the Guard are kept clean and legible and that they are posted on boards suitable for the purpose.

(8) He will frequently attend tattoo parade, keep an eye on Orderlies on duty, and visit Sentries to ensure that the Regimental duties are carried out in accordance with existing orders.

(9) He will see that a list of all men confined to barracks is kept in the Guard Room and that another such list is in possession of the Non-Commissioned Officer on duty at the Canteen, so that defaulters may not be allowed to leave the former and enter the latter.

16—BANDMASTER

(1) He is responsible for the entire instruction of the Band in music, in which he will be assisted by the Band Sergeant and other Non-Commissioned Officers of the Band. He will practise the Band at such hours as the Commanding Officer may direct.

(2) For the purpose of Discipline and Interior Economy the Band is under the direct command of the Junior Major. The Bandmaster will therefore report immediately to the Junior Major, who is, as a rule, Band President:-

(a) Cases of misconduct of individuals belonging to the band.

(b) All matters regarding the employment and duties of the Band, the instruments, music and other articles, the property of the public or of the Regiment.

(3) He must never allow any of the Bandsmen to take their instruments away from the Regiment without the permission of the Commanding Officer.

(4) All passes for men of the Band are to be initialled by the Bandmaster before they are submitted for the approval of the Junior Major.

(5) He is responsible to the Junior Major for the discipline of the Band, and to the Adjutant for the efficiency and discipline of the Buglers.

(6) The Sergeant Drummer and Band Sergeant will act under his orders.

17—BATTALION QUARTERMASTER SERGEANT

(1) He ranks next to the Warrant Grades and Battalion Sergeant-Major, holding a position of great responsibility and trust.

(2) He is under the direction of the Quartermaster, whom he will assist in the duties of his Department.

(3) He is exempt from Regimental duties, except when the Commanding Officer orders otherwise.

(4) He will visit the tradesmen's shops and report any irregularity to the Quartermaster.

(5) He will be present at all inspections of barracks or quarters, and the receipt, delivery and exchange of all stores and ammunition.

18—ORDERLY ROOM SERGEANT

(1) He is under the direction of the Adjutant.

(2) He will not allow any book, paper or document to be taken from the office without the permission of the Adjutant.

(3) He will refer anyone requiring information to the Adjutant. He will be careful himself never to repeat any conversation or disclose any matter, the knowledge of which he may have gained from his trustworthy and responsible position, which is one above all requiring discretion, steadiness, and strict regular conduct. He will impress on his clerks the strict need of silence and discretion with regard to Orderly Room matters.

(4) He is exempt from all parades and Regimental duties except when otherwise ordered by the Commanding Officer.

(5) He is to be conversant with all Standing Orders and the Regulations of the Service.

19—COMPANY SERGEANT-MAJOR

(1) He holds a position requiring soldier-like qualities of no ordinary degree both in barracks and in the field. He must be thoroughly acquainted with all routine duties. He must have a perfect knowledge of all drill and field exercises reconnaissance and outpost duties. He must possess complete authority over all ranks in his Company, as in the absence of any Company Officers he will take entire command of the Company.

(2) He is responsible that the Standing Orders of the Battalion, both with regard to himself and every Non-Commissioned Officer and private in the Company, are strictly adhered to.

(3) He is answerable under the Company Officers for the discipline, drill, general appearance, smartness and good conduct of the Non-Commissioned Officers and men of his Company, and is responsible that all duties in connection with his Company are properly performed.

(4) He is responsible that the Orders are read to the men in a clear and distinct voice, and that all ranks are properly warned for the duties of the following day.

(5) In his absence his duties will be performed by the Senior Sergeant of the Company.

(6) The Company Sergeant-Major is responsible to the Company Commander that the Regulations regarding entries in Company Conduct Sheets are strictly adhered to.

(7) It is his duty to keep a diary of drill and exercises which are carried out by the Company.

20—COMPANY QUARTERMASTER SERGEANT

(1) He is, as far as regards the Company Commander, what the Quartermaster is to the Officer Commanding the Battalion, and is responsible for all matters concerning Company stores, messing, forage, appointments, transport, barrack-rooms and out-houses.

(2) He will accompany the Quartermaster at all barrack inspections around the buildings occupied by his Company, and will take a list of all damages, with a view to their being traced to individuals.

(3) He is responsible that an inventory of kit of every man who goes to Hospital is taken and procedure is as follows: The inventory is taken by the Orderly Sergeant assisted by the Room Corporal and handed over to the Company Quartermaster Sergeant. A receipt will be obtained from the Hospital authorities for all articles taken into Hospital by a man. The arms, appointments, etc., are to be taken into the Company stores.

(4) He is responsible that everything is settled for before marching out of barracks or quarters.

(5) When a man of a Company becomes absent or non-effective, the whole of his necessities and equipment must be taken into Company stores, and a list made out and signed by the Quartermaster Sergeant, the Company Orderly Sergeant, and Room Corporal, who are severally responsible for the articles being at once handed in.

(6) The Company Quartermaster Sergeant must be fully acquainted with all matters of drill and manoeuvre and able to take any place in the Company which may be assigned to him.

(7) He is responsible that all requisitions for repairs are communicated to the Quartermaster in due time.

(8) He will keep a record of the date every man's kit was last inspected and when deficiencies were complete.

21—SERGEANT DRUMMER

(1) He must exact implicit obedience from the Buglers and Drummers, observing in his conduct to them the rule laid down for Non-Commissioned Officers towards the men; reporting all neglect of duty and misconduct to the Bandmaster.

(2) He must instruct all the Buglers in the soundings as laid down in the established regulations, the printed book of which he will have in his possession.

22—BAND SERGEANT

(1) The Band Sergeant will assist the Bandmaster in the supervision of the Band in imparting instructions.

(2) He should supervise generally the Interior Economy of the Band and assist the Bandmaster by all means in his power.

23—PROVOST SERGEANT

(1) He acts under the direction of the Adjutant and has charge of the barrack detention rooms and of all soldiers confined therein. His position requires great tact, firmness and the utmost diligence. He is exempt from all duties except as ordered by the Commanding Officer.

(2) He is the head of the Regimental Police, and will frequently visit all passages, barrack rooms and out-houses, and will turn out of the Regimental barracks all disorderly and unrecognised persons.

(3) The defaulters will be drilled or worked under his supervision.

(4) He will confine any man who is drunk or creating a disturbance, in or out of barracks.

(5) When it is considered necessary to search a soldier's kit, it must be done with the sanction of the Commanding Officer or the Company Commander.

(6) The Provost Sergeant will be present on all occasions when the Canteen is turned out.

(7) The Provost Sergeant will be in charge of the fire appliances when they are not being exercised by the Company detailed for Fire Piquet.

24—SERGEANT COOK

(1) The Sergeant Cook is entirely under the orders of the Quartermaster, except for any question of discipline apart from his duties as Cook Sergeant.

(2) He is responsible for the cleanliness of the cook-houses and bread and meat stores, and that the cooks are clean in their dress or person.

(3) He will lay out the cooking utensils for the inspection of the Orderly Officer daily.

(4) He will receive the rations for the Battalion, see the meat cut up and divided into messes according to ration indexes.

(5) He is responsible that the food is properly cooked; that the cooking is varied; that no food or fuel is taken from the cook-house for improper purposes.

(6) When a Battalion is likely to return late from a Field Day or other duty, he will ascertain before the Battalion leaves when the dinners are to be ready.

(7) He will attend the Commanding Officer when he inspects the dinner.

(8) He will be in possession of the Manual of Military Cooking and will see that the instructions contained therein are strictly adhered to.

(9) He will assist and advise the Non-Commissioned Officers who keep the messing books, and will at once bring

to the notice of the Quartermaster any irregularity or extravagance that he may observe in messing.

25—SERGEANTS

(1) Senior Sergeants will have Platoons committed to their charge, and what the Company is to the Sergeant-Major so their Platoon would be to them. They should be thoroughly acquainted with every part relating to every man in their respective Platoons, and in the absence of their Platoon Officer should be qualified to lead them in the field or to look after their welfare in barracks or camp. They should realize also that the instruction of troops in the care of appointments, arms, clothing, is part of their duty, and, in short, the Platoon is a Unit of which, under the Officer, they are at the head.

(2) It is of the first importance that this principle of decentralization should be thoroughly understood, for it is essential, if the work of a Company is to be carried out perfectly and without friction.

(3) It can be easily realized how many opportunities for distinction on service must come to the Sergeant in command of a Platoon, and how responsible his position must be, both in the field and in the camp.

(4) Each Sergeant will be responsible that every article of clothing and equipment on charge to Non-Commissioned Officers and men of his command is plainly marked in a prominent place with the Non-Commissioned Officer or man's Regimental Number.

(5) Sergeants will always carry with them a roll containing the name of each Non-Commissioned Officer and man in their command, with such particulars of each as will be necessary on service, where other records as a rule will be unavailable.

26—POST SERGEANT

(1) He is responsible that letters are collected, posted and delivered at hours stated.

(2) He is particularly responsible that registered letters and parcels are delivered to their owners in person. Those for Officers should be handed to the Mess Sergeant.

27—CORPORALS

(1) As they are continually in close touch with the men, they are able, by example, friendly advice and timely remonstrance, to prevent irregularities which lead to the necessity of punishment. By so doing they will prove themselves good Non-Commissioned Officers and the best friends of the men and will deservedly gain their esteem.

(2) They are responsible that no disorderly conduct occurs in the barrack room, and must at once report any case they cannot check.

(3) Corporals must refrain from any undue familiarity with privates, otherwise they cannot preserve that respect and authority which their position requires. Their conduct and bearing should at all times be beyond censure and reproach.

(4) The Corporal's position is a difficult one, but he will remember it as one of probation for higher promotion, which promotion is certain to come to him if he perform his duty with tact and zeal.

(5) A Lance Corporal with under four years' service (except in case of personal violence or while on detached duty) will not confine a private soldier, but will report to his Company Orderly Sergeant, who will act as circumstances require.

(6) The order with regard to nominal rolls for Sergeants is equally applicable to Corporals (Section 25, Sub-section 5.)

28—SECTION COMMANDERS

(1) The aim of the Section Commander is to be able to lead his Section in all times and places and under any conditions. The Section is the Unit in peace for training, and has been found to be more so than ever in the present war, where trench warfare tends to split up Companies and even Platoons.

(2) Every endeavor should be made to ensure as far as possible the permanency of the Non-Commissioned Officers and men forming a Section. They should be together in barracks, under canvas, in billets, and in fact everywhere. The Section Commander should thus be able to thoroughly know the characters and abilities of his men individually, to train and control them, and be answerable for them to the Platoon Commander under any circumstances.

(3) He must possess a Section roll book, kept posted accurately and up to date.

(4) The Section Commander is primarily responsible that the arms, equipment, clothing, etc., of his Section are complete and in good order, also that his men are turned out and behave in a soldierly manner.

(5) He will see that they get up promptly at Reveille and properly arrange kits, etc.

(6) In action his duty is to explain clearly the objective and the methods proposed to attain same. He must see that the general direction is maintained.

In advances he selects the successive halting places and fire positions for his Section, and indicates the way from one position to the next.

He must see that men utilize all possible cover, having regard to the effective use of their rifles, and he must regulate

the number of men occupying particular positions. He controls and directs the fire of his Section, pointing out targets and seeing that the men correctly adjust their sights.

(7) Adjacent Sections must be co-operated with, all signals promptly acted upon, and no opportunity lost of communicating intelligence respecting the enemy or the action to his Platoon Commander.

29—NON-COMMISSIONED OFFICERS IN GENERAL

(1) The efficiency of a Regiment depends in a great measure upon the conduct of its Non-Commissioned Officers. From them is expected the strictest attention to all their duties, the greatest sobriety, regularity of conduct, and attention to dress and appearance.

(2) When it is necessary for a Non-Commissioned Officer to confine a man, he is at once to inform his Company Sergeant-Major, who will make out a crime and report to the Officer commanding the Company.

(3) Non-Commissioned Officers are to attend to every circumstance of a man's conduct and behaviour in his quarters and make it their business to find out every thing irregular or suspicious. They will be observant of the care of arms, accoutrements and necessities, of cleanliness and most perfect exactness of every duty in the Regiment.

(4) They must insist upon a most strict compliance with their orders, and as their authority must be supported, they are to use it with discretion, and not to gratify any personal resentment or prejudice.

(5) Non-Commissioned Officers should never, if it can be avoided, come into direct contact with drunken soldiers. They should, where steps are necessary to restrain or confine such a man, give instructions to privates for the purpose.

(6) They must never overlook any deviation which they may observe in the conduct of privates from the system of the Regiment. On parades particularly they are to exact the same attention, obedience and precision in the movement or exercises as if the Commanding Officer were present.

(7) If any Non-Commissioned Officer has been absent from the Regiment or from his Regimental duty, even for a short time, he will immediately, on his return, make himself acquainted with all orders that may have been issued during his absence.

(8) Much of the ill-behaviour of privates to Non-Commissioned Officers is due to the latter not supporting their proper authority. At times they make themselves too familiar and then when they come into a situation where it is necessary to exert their authority, they find they have thrown it away by improper conduct.

(9) In cases of disobedience or hesitation to obey an order given by a Non-Commissioned Officer it must be calmly

and distinctly repeated without any additional conversation on the subject, allowing the man time to recollect himself. No taunting expression, gesture or oath is to be used. It is the man's duty to obey the order, and then make a complaint which will be referred to the Officer commanding the Company.

(10) No Non-Commissioned Officer employed to purchase provisions or other articles for Non-Commissioned Officers or for the men, or to lay out any part of their pay, is in any manner whatever to receive any emolument or perquisite by it.

(11) Non-Commissioned Officers when detached from the Battalion have the greatest opportunity of distinguishing themselves and showing their ability and merit. On those occasions the military appearance and good conduct of their parties reflects the greatest credit on themselves.

(12) The orders for Sergeants apply to Corporals. In the absence of the Sergeants, the Senior Corporal becomes responsible. He should therefore lose no time in perfecting himself in the performance of duties that he is liable at any moment to be called upon to execute.

(13) Non-Commissioned Officers, expressly those in charge of Platoons, must be perfectly acquainted with every man in their Squad and answer readily any question concerning them. They are at all times to have in their possession a Squad book, properly filled in; every variation is to be noted in it as it occurs in order that the book may always be complete in every detail. The correctness of Squad books will be frequently examined at uncertain periods.

(14) All Non-Commissioned Officers who do not write a clear, distinct and legible hand, must take immediate steps to improve their writing. Their abilities and good conduct alone will entitle them to recommendation for promotion. Seniority will never be considered unless accompanied by merit.

(15) Uniform will invariably be worn by a Non-Commissioned Officer attending entertainments and witnessing sports or matches in barracks.

(16) Non-Commissioned Officers must have no private dealings with soldiers, and must not drink with, lend to or borrow money from them.

(17) The training manuals of their particular arm should be in their possession, and it should be the besetting aim of every Non-Commissioned Officer to qualify himself for higher rank by diligence, study and application. Promotion, it must be remembered, does not depend upon seniority. His whole bearing, his knowledge of his duties, his keenness in and correct performance of those duties and his ability to instruct and command respect, alone can give him any claim to advance in rank.

(18) Warrant Officers and the Battalion Sergeant-Major will carry straight-handled canes, known as "Sergeant-Majors' canes." All other Non-Commissioned Officers will carry "swagger-sticks."

30—PRIVATES

(1) A good soldier is punctual in his habits, temperate, careful of his arms, clothing, appointments, etc., cleanly both in person and dress, alert in all duties, respectful and obedient to all those who are put in authority over him.

It should be his aim to so order his general bearing and demeanour as to live on good terms and fellowship with all his comrades, and he should always be animated with a love and zeal for his unit, and strive earnestly to maintain the *esprit de corps*.

(2) Upon the obedience and respect shown by soldiers the whole foundation of discipline depends.

(3) Orders given by superiors of whatever rank must be instantly obeyed without question as to the propriety or reason for such order. Should a soldier feel aggrieved by the receipt of any order and has any complaint to make, he is at liberty to appeal afterwards to his commander for redress. But, remember, the order must first be obeyed; disobedience immediately puts him in the wrong, however justified his complaint may eventually be found to be.

(4) Soldiers must bear in mind that the reputation of the Unit is in their distinct keeping, and they should strive never to discredit it. Attention to dress, correct turn-out, soldierly bearing, self control, restraint from bad language and conduct likely to cause a breach of the peace, and an earnest endeavor to prevent themselves and others from disgracing their uniform, should be their motto always. This not only applies within the Unit, but must be acted up to at all times and in all places.

(5) The private soldier must not call any Non-Commissioned Officer by name without prefixing his rank, and he must not speak in the ranks unless questioned by either an Officer or a Non-Commissioned Officer. Should he wish to speak to an Officer he must invariably be accompanied by a Non-Commissioned Officer.

(6) When speaking to the Sergeant-Major all soldiers will stand to "Attention," and address him as "Sir."

(7) Salutes and compliments must be punctiliously observed to all Officers, both of their own Unit and other Corps. They are as follows:—

(8) When a soldier passes an Officer he will salute on the third pace before reaching him and lower the hand on the third pace after passing him. The salute is made with the hand farthest away from the Officer. If the soldier is carrying a cane he will place it smartly under the disengaged arm, cutting away the hand smartly before saluting.

(9) When sitting, should an Officer approach, the soldier should stand to attention, facing the Officer and salute with the right hand. When there are two or three men present, the senior Non-Commissioned Officer or oldest soldier will alone salute.

(10) When an Officer enters a room in which a large number of men are congregated, the first Non-Commissioned Officer or man who sees him will call the room to "Attention."

(11) On the approach of an Officer at Mess the senior present calls the Mess to "Attention," when knives and forks will be laid down and the men sit at "Attention."

(12) When addressing an Officer the soldier will halt two paces from him and salute with the right hand, saluting again before withdrawing.

(13) When appearing before an Officer in a room he will salute without removing his cap.

(14) A soldier without his cap or when carrying anything other than his arms, will, if standing still, come to "Attention" as an Officer passes. If walking, he will smartly turn his head toward the Officer when passing him.

(15) When riding a cycle a soldier will turn his head smartly towards an Officer on passing, but will not remove his hands from the handle bars.

(16) Soldiers passing troops carrying uncased colors will salute the colors. When a parade passes a soldier will halt, face the parade, and salute the head and tail of the column.

(17) All privates, when not on parade and outside of the barracks or lines, will carry "swagger-sticks." Nothing looks more unsoldierly than to see a man walking out without a stick or improperly dressed in any other manner, and nothing so soon brings discredit on a Battalion as to have its members appear slovenly while in public.

STANDING ORDERS

PART III

Routine and Duties

31—ORDERLY ROOM

(1) All Regimental Books and Documents will be kept under the immediate supervision of the Adjutant, and no document or book will be taken out of the Orderly Room without his or the Commanding Officer's authority.

(2) All Return forms, Orderly Room reports, etc., must be in the Orderly Room one hour before the sounding of the Orderly Room.

(3) All correspondence leaving the Orderly Room must bear the Signature of the Commanding Officer or the Adjutant. Returns and correspondence submitted to the Orderly Room from Companies must in all cases be signed by the Officer commanding same.

(4) Anyone requiring information in connection with the Orderly Room must obtain it from the Adjutant or the Orderly Room Sergeant, and on no account are the clerks to give any information whatever.

(5) When a soldier is for disposal by the Commanding Officer his Company Sergeant-Major is held responsible that all witnesses are present at the time ordered and that his Company conduct sheet be produced.

(6) All crime sheets are to be completed in every respect and handed to the Adjutant an hour before the time laid down for the disposal of soldiers.

(7) When correspondence is passed for information it must be circulated and returned with the utmost promptitude. It must not be detained in Company Orderly Rooms or by individuals. The last person to sign or initial the correspondence is responsible for its immediate return to the Orderly Room.

32—RETURNS TO BE RENDERED TO ORDERLY ROOM.

<i>Returns</i>	<i>Date to be rendered</i>
(a) Absentee report of soldiers.....	Daily
(b) Training report for following day.....	Daily
(c) Minor Offence Report	Daily
(d) Company parade state.....	Daily
(e) Guard report.....	Daily
(f) Casualty report, accident to man or horse, theft, losses	When necessary
(g) Variations in pay and stoppages	When necessary

33—CAPTAIN OF THE WEEK

(1) The Captain of the Week exercises a general supervision over all Battalion duties. His tour of duty commences on Sunday. His special duties are to visit the dinners and Guards several times during his tour.

(2) He should see that the Subaltern of the day does not visit the same relief of Sentries as himself, either by day or night, and at least one hour should elapse between their visits. Occasionally he should arrange for the Guard to be visited at an unusual hour, as a general check.

34—ORDERLY OFFICER

(1) Unless otherwise arranged, this duty is a daily one, commencing and ending at Reveille.

He reports himself personally to the Captain of the Week, usually at the Orderly Room hour.

(2) The Orderly Officer must report at once to the Adjutant the smallest deviation from the Regimental Orders which he may observe during his tour of duty. In the event of an extraordinary occurrence, such as a fire, he will take command of the Battalion, if no senior Officer be present, and will send at once for the Adjutant. The Orderly Officer must be particular to carry out the most minute details of his duty. All Orderlies and the Guard are immediately under his direction.

(3) He will on no account leave barracks during his tour of duty, which is from Reveille to Reveille, and will not change his duty without permission of the Adjutant.

(4) He will perform all duties specified in the printed Orderly Officer's report which are applicable to the Battalion.

(5) He is responsible for the quality of any portion of the rations that may be issued under his supervision. If the rations or any other article in the course of issue are in his opinion bad or of inferior quality, he will stop the issue and report the circumstances to the Adjutant.

(6) In the temporary absence of the Adjutant during the day, the Orderly Officer will represent him. He will represent the Adjutant during his time on duty and report everything to him.

(7) In cases of difficulty, if no Officer be present with the Company, the Senior Non-Commissioned Officer will apply to the Orderly Officer.

(8) The Orderly Officer will accompany the Commanding Officer around lines and rooms, and in the event of there being no Company Commander present, will call the men to attention.

(9) He will send his report to the Orderly Room before 9.00 a.m. the following day.

35—BATTALION ORDERLY SERGEANT

(1) He comes on duty at Reveille and reports himself to the Orderly Officer.

(2) He will attend to the issue of rations.

(3) He will report any irregularity that may occur.

(4) He is not to quit barracks unless ordered.

(5) He will always attend Orderly Room at "Office" sounding.

(6) He will accompany the Orderly Officer round at breakfasts and dinners.

(7) At tattoo he will be given the list of men then out of barracks by Companies, and will fill thereon the accurate time each man returns to barracks. These reports will be returned to the Company Orderly Sergeants the following morning.

36—BATTALION ORDERLY CORPORAL

(1) He will open and close the Canteens at hours laid down Regimentally.

(2) He will patrol the building generally and will place himself in such a position as to enable him to make himself acquainted with what is going on inside the Canteen as well as outside.

(3) Any variations in times for opening and closing the Canteen will be notified to him by the Regimental Sergeant-Major, to whom he will report at hours to be set.

(4) He will allow no civilian inside the Canteen except those who have a pass signed by the Commanding Officer.

(5) He will obtain the names of all defaulters from the Provost Sergeant and will exclude them from the Canteen.

(6) He will confine any man who appears the worse for drink.

(7) He will allow no disturbances to take place in the Canteen, and if necessary he will send for a Non-Commissioned Officer, with a file of the Guard.

(8) He will allow no man attending Hospital, excused duty, or any Non-Commissioned Officer or man in open arrest to enter the Canteen.

(9) After the Canteen is turned out he will allow no men to remain in its vicinity.

(10) He will see that all lights in ablution rooms and passages are turned off at 10.15 p.m.

(11) He will report all correct or otherwise on tattoo parade.

37—GUARDS

(1) Guards, when relieving, march on the broadest front possible. The new Guard halts fifteen paces in front of and facing the old Guard when the ground permits. If the ground does not permit of this, the guard will halt six paces distant. The old Guard moves off in fours.

(2) In relieving Sentries, the relief will march in file, the Corporal on the right of the rear file. When a new Guard relieves an old Guard, the Corporal of the old Guard will accompany the first relief of Sentries, acting as leading file of the front rank. The Corporal of the new Guard will be in command of the relief. When all the Sentries of the old Guard have been relieved, the Corporals of the old and new Guards will change places and the Corporal of the old Guard will assume command of the relief.

(3) Guards turn out and present arms between Reveille and Retreat to pay compliments as follows:—

(a) To the King and all members of the Royal Family.

(b) To the Lord Lieutenant of Ireland, Viceroy, Governors, and Lieutenant-Governors within the precincts of their own Government.

such. (c) All General Officers and other Officers ranking with

(d) The Commanding Officer once a day.

(e) To all Armed Corps.*

N.B.—No Officer other than those in (a) and (b) is entitled to the compliment of the Guard turning out, except when dressed in uniform.

*By an armed Corps is meant an armed party of a certain strength, viz.:—

A Regiment of Cavalry.

A Battery of Horse, Field, or Heavy Artillery
with its guns.

At least two Companies of Garrison Artillery.

At least four Companies of Engineers.

A Battalion of Infantry

Or at least four Companies A.S.C

(4) (a) Guards turn out but do not present arms to armed parties other than armed corps

(b) To Visiting Rounds, Guards will turn out once by day and once by night.

(c) Guards turn out at Reveille, Retreat and Tattoo sounding. After Bugle has ceased they are inspected.

(5) (a) Before saluting, a Sentry will halt and turn to his front.

(b) Sentries pay the following compliments:—

Present Arms

(1) General and Field Officers in Uniform.

(2) All armed corps and parties.

Salute

(1) Officers below rank of Field Officers.

(2) To all unarmed parties.

(6) Guards will not turn out to unarmed parties. Parties with arms at the "Secure," or with side arms, pay and receive compliments as unarmed parties.

N.B.—A Church Parade is considered in this connection as an armed party, and if of sufficient strength, as an armed corps.

(7) After Retreat, Guards will turn out as a compliment only to Grand Rounds. When Officers in uniform approach their posts, Sentries will stand to their front with arms at the slope as a compliment

(8) No Non-Commissioned Officer or man is to quit his Guard without leave.

(9) Sentries are not to quit their arms nor walk more than ten yards on each side of their posts, nor are they to remain in the Sentry box in good or moderate weather, but are to move about briskly in a soldier-like manner.

(10) Whenever any person entitled to be saluted passes a Guard while it is being relieved, both Guards will salute, the Senior Officer giving the word of command.

(11) Should a fire break out or any alarm be raised the Guard will immediately fall in under arms and "stand to" until the fire is extinguished or all is reported quiet.

(12) The Army Act lays down that the Commander of a Guard shall not refuse to receive or keep any person committed to his custody by any Officer or Non-Commissioned Officer, but it shall be the duty of the latter to deliver at the time of committal (or as soon thereafter as possible) to the Commander of the Guard, an account in writing, signed by himself, of the offence with which the person so committed is charged.

(13) If the account in writing is not delivered at the time, a verbal report is to be made instead.

(14) If the charge report is not received within 24 hours, the Commander of the Guard will either take steps for procuring it or report that he has not received it to the Officer to whom his Guard Report is furnished. The latter, if the Charge Report or other sufficient evidence is not forthcoming, will, at the expiration of 48 hours from time of committal, order the release of the person in custody.

(15) The name and offence of every person received in custody and the rank and name of the person charging him, are to be entered by the Commander of the Guard in his Guard Report, and the original Charge Report (or a copy), is to be forwarded to the Commanding Officer of the person in custody.

(16) A Non-Commissioned Officer when under close arrest, will be placed in charge of a Non-Commissioned Officer of his own or superior rank. This latter Non-Commissioned Officer will be responsible for the safe custody of the accused, and will accompany him on all occasions until he has had his case disposed of or has been released from arrest.

If circumstances require it, however, a Non-Commissioned Officer may be, when in close arrest, placed under a Guard, Piquet, etc.

(17) When a Non-Commissioned Officer is placed under open arrest he is under the same restrictions as a private soldier under open arrest.

(18) A private soldier when under open arrest will not quit barracks until his case has been disposed of. He will attend parades, but will not be detailed for any duty other than may be necessary to relieve him from the charge of cash, stores, accounts, etc., of which he may be in charge.

(19) When placed in close arrest a private soldier will be placed in confinement under charge of a Guard, Piquet, Patrol, Sentry or Provost Marshal.

He is usually placed in the Guard Detention Room, attached to a Guard Room, and similar small rooms, for the confinement of those who are to be kept apart.

(The keys of the Guard Detention Room are to be in the charge of the Commander of the Guard.)

A soldier will be searched and deprived of knives and other weapons.

(20) A private is not placed in close arrest for offences unaccompanied by drunkenness, violence or insubordination, unless confinement is necessary to ensue his safe custody or for the maintenance of discipline.

(21) Drunkenness—

He will be placed in close arrest alone, if possible in a Guard Detention Room.

He will be deprived of his boots, except possibly when the weather is cold.

He is to be visited at least every two hours by a Non-Commissioned Officer of the Guard and an escort, and his condition ascertained. Should symptoms of serious illness be observed, a Medical Officer must be at once sent for.

A soldier suspected of being drunk must not be put through any drill or tested to ascertain his condition.

A soldier charged with drunkenness is not to be brought before an Officer for investigation of the charge until perfectly sober. Twenty-four hours should be allowed to elapse for this purpose.

A soldier is either sober or drunk. There are no intermediate stages.

(22) Bedding—

A soldier is allowed his bedding—

(a) If in close arrest for trial by Court Martial, up to the time of promulgation of his sentence.

(b) If his arrest exceeds two days, when in close arrest pending enquiry.

(c) In severe weather, such bedding as is necessary.

(23) Entering Charges—

Charges for offences of Non-Commissioned Officers and men are to be entered as follows:—

(a) When confined in Guard Room or when reserved for disposal by the Commanding Officer, in the Guard Report, by the Commander of the Guard, or where there is no Guard, by the Non-Commissioned Officer responsible for the custody of the soldiers in close arrest.

(b) When not confined in Guard Room—on M.F.B. 224 or A.F.B. 281—under the orders of the Company Commander.

(c) When not in close arrest and the charge reserved by the Company Commander for the Commanding Officer's award, the former Officer will send the charge (M.F.B. 264 or A.F. 252) for entry in the Guard Report, before the hour for the Commanding Officer's disposal of soldiers in arrest.

(d) When in close arrest but charge is disposed of by Company, etc., Commander, that Officer will report the fact to the Orderly Room, and the entry "disposed of on M.F.B. 224 or A.F.B. 281," will be made in the punishment column of the Guard Report.

A copy of the Minor Offence Report will be rendered to the Battalion Orderly Room daily by each Company.

38—COMPANY ORDERLY SERGEANT

(1) He will take over his duties for the week at Reveille on Monday; he will call the roll at Tattoo, and take the report to the Guard Room. The report will contain the names of all men under the rank of Lance Sergeant who are not in barracks.

(2) He will take in duplicate inventory of the kits of absentees, giving one to the Quartermaster Sergeant and keeping one for reference when the Court of Inquiry is held.

(3) He will see that all fires and lights are put out at the correct time.

(4) When he warns a man for duty he must satisfy himself that the man understands him, by causing him to answer.

(5) He will go round the lines of his Company after "Reveille" has sounded, seeing that all men are present and up, receiving reports of absentees and sick. He will see that the place is properly ventilated, kits properly laid out and that all surroundings are scrupulously clean.

(6) He will attend all parades, duties and fatigues required from his particular Company, detailing and warning the necessary men. He will call the roll at "Reveille" and at such other times as may be ordered.

(7) He will prepare and be responsible, under the Company Sergeant-Major, for the accuracy of all "states" and "reports" required.

He will attend at the appointed hour at the Orderly Room for daily orders, and will answer Orderly Sergeant's call whenever sounded. He must see that all orders are read out to all concerned, this being done usually on parade.

He makes out the detail of duties for the following day and posts same on the Company notice board.

(8) He will ascertain as soon as possible after "Reveille" if there are any men of his Company in Guard Room, inquiring at what hour absentees and men on leave reported.

(9) He will when necessary make out crime reports, and he will enter in the duty roster names of men awarded punishment.

He attends at "Tattoo" staff parade, answering for the Company state to the Sergeant-Major, reporting absentees and men on leave. After "lights out" he must see that all lights are out except those authorized, and that men are in bed.

During his tour of duty he must not leave barracks or camp except for training purposes, and during this time he will usually be relieved of all other duties.

(10) When going off duty he is responsible that all details, states and books are up to date.

39—COMPANY ORDERLY CORPORAL

(1) He will draw and issue all blank ammunition to the Company on Field Days, and on returning from the "Field" he will return all expended ammunition and empty cases to the stores.

(2) He will march the men of his Company for Guard and Gymnasium classes, defaulters' drill and extra drill, at hours ordered.

(3) He will take all Company papers, etc., to his Company Commander for signature and deliver them to the Orderly Room at office hour.

(4) When warning a man for duty he will satisfy himself that the order is understood. He will ensure this by causing the man to acknowledge the order.

(5) He will superintend the cleaning of the Company stairs and passages.

(6) He will assist the Company Orderly Sergeant in calling the roll at Tattoo and seeing that the lights and fires are out.

(7) He will not quit the barracks unless ordered.

(8) He will make a list soon after "Reveille" of all those reporting "sick," reporting same to the Orderly Sergeant. He parades the sick at the appointed hour, and hands them over to the Non-Commissioned Officer detailed.

(9) He is answerable that all Guards and prisoners receive their rations and bedding.

He will always accompany the Orderly Sergeant at "Reveille" and "Tattoo" roll calls.

40—ORDERLY BUGLER

(1) He is to remain with the Guard when not required for soundings.

(2) He will receive from the Sergeant Drummer instructions regarding the hours at which he is to sound the various calls, and he is responsible for the same being sounded at the exact time ordered.

41—ROOM ORDERLIES

(1) One private will be appointed by the Platoon Sergeant for each Platoon as Room Orderly.

(2) His duties are as follows:—He will wash the forms, sweep up the room, and sweep the passage and stairs.

(3) He will take their meals at the proper time to all the men admitted to or detained in the Hospital that day, on Guard or other duty, also to men in confinement.

(4) He will take the bedding and blankets for men on Guard or in confinement and hand them over to the Non-Commissioned Officer in charge of the Guard at 7.30 p.m.

42—SIGNALLERS

(1) The full complement of Signallers is always to be maintained.

(2) The duties of the Instructor and the Assistant Instructor are as follows:—

Instructor—He has entire control of the Signallers and is responsible to the Commanding Officer for their efficiency.

Assistant Instructor—He is responsible to the Signalling Officer that the class receive a proper course of instruction and practical training in the duties required of them in the field

He is responsible that the signalling equipment is kept in serviceable condition.

(3) During the training season the Instructor will keep up a daily diary of all work carried out. This will be submitted to the Commanding Officer on the last day of each month for his inspection.

43—POLICE

(1) The Regimental Police must always be on the alert to report any irregularity they may note.

(2) They will see that men leaving and returning to barracks are properly dressed.

(3) They will allow no strangers to loiter about the lines.

(4) The Police are to supervise the work of the men in confinement, awaiting disposal or sentence. Such work will be limited to exercise and fatigue similar to the kind and amount they might be called upon to perform if not in confinement.

44—SERVANTS AND BATMEN

(1) Servants will not be required for barrack fatigue or Guards.

(2) All Batmen attend such parades as may be ordered from time to time.

(3) The Second Batmen of Field Officers have the same exemption as First Batman.

(4) No man who has been dismissed is to be again employed in this capacity until reference has been made to his Company Officer, and the Officer from whose service he was discharged.

(5) Servants and Batmen will always be tidily dressed.

(6) They are strictly forbidden to use any institute which is allotted for the use of the Non-Commissioned Officers.

(7) Servants of Officers living in Mess are to attend Mess in time to be inspected by the Mess Sergeant before dinner. They will not leave until dismissed.

(8) When an Officer proceeds on long leave his servant will be returned to duty.

STANDING ORDERS

PART IV

Interior Economy

45—OFFICERS' MESS

(1) The Officers' Mess Committee will be elected every three months, or oftener if necessary.

(2) There should be an inventory compiled of all Mess property of whatever description, which should be constantly checked and kept up to date.

(3) At each Mess meeting, after the minutes of the preceding Mess meeting have been read over, the various accounts will be laid before the meeting, and the Secretary will explain exactly how the accounts stand and he will prepare a statement to show:—

- (a) The amount of the bills unpaid.
- (b) The amount of any sum owing to the fund.
- (c) The amount estimated for completing requirements.

(4) The Mess Committee are not authorized to order any new articles except such as are required to maintain the fixed establishment, without a vote of the Mess meeting.

(5) The Secretary, at the conclusion of a Mess meeting, must enter the minutes, votes and resolutions in the book and send it to the Commanding Officer for signature.

(6) The Committee will supervise the library and ensure that the catalogue of Government books on charge is kept up to date.

(7) One of the members generally has charge of the catering, and another of the Mess property.

(8) The Officer in charge of the catering supervises the supply of food to the Mess, and has control of the kitchen arrangements, the cleanliness, order, and routine of which should be under his constant inspection.

(9) On the retirement from office of the Committee, the Secretary makes up the accounts to date and delivers them to his successor with all books, inventories, moneys, property

and vouchers, and receives from him a certificate recording the transfer. The incoming Secretary ascertains that the assets, etc., of the Mess have been correctly accounted for since the last audit.

(10) A "Suggestion Book" should be provided in which any Officer may enter suggestions for the improvement and betterment of the Mess.

(11) The Senior combatant Officer present at the Mess is responsible for order and general harmony.

(12) Mess rules should be compiled applicable to the particular circumstances of the unit, in which should be set out all arrangements for the due and orderly working of the Mess, and any special table etiquette. These rules compiled by the President, having been approved by the Commanding Officer, should be rigidly adhered to.

46—SERGEANTS' MESS

(1) The Sergeants' Mess will be conducted strictly according to King's Regulations. A copy of rules will invariably be hung in the Mess.

(2) The Mess will be under the constant supervision of the Junior Major acting on behalf of the Commanding Officer.

(3) The books will be checked by the Adjutant and laid before the Commanding Officer monthly for his approval and signature.

(4) The Battalion Sergeant-Major will be especially responsible for the regularity and good tone in the Sergeants' Mess, and the senior dining members should do all in their power to assist him. The senior Non-Commissioned Officer present is at all times responsible for the conduct of the members present.

(5) Honorary members may only be admitted with the sanction of the Commanding Officer.

(6) The Sergeants' Mess will be closed at 11.00 p.m. in barracks and one hour after Tattoo when in camp.

(7) All members of the Sergeants' Mess are to attend Mess meetings in uniform.

(8) All bills will be paid to the Treasurer by the 7th of the month, following that which due.

(9) A Sergeant, not a member of the Mess Committee, is chosen by the Commanding Officer to act as Mess Caterer. He takes charge of all stores, and makes purchases from tradesmen selected by the Committee.

(10) A Senior Non-Commissioned Officer is appointed to act as Treasurer by roster, usually for the quarter.

(11) Entertainments are not given unless approved of by two-thirds of a general meeting and with the concurrence of the Commanding Officer.

(12) The Battalion Sergeant Major and Battalion Quartermaster Sergeant are by regulations barred from acting as President, Treasurer, or Committee men.

47—CANTEEN

(1) The Canteen is established, not for the purpose of making money or for the purpose of accumulating a large fund for the future, but for the purpose of providing the troops with the best articles at the lowest prices, without limiting their right to use other shops or markets, and to provide means for their immediate recreation and amusement.

(2) The Canteen is to be absolutely "dry" in the sense that nothing of an intoxicating nature is to be used, sold, or kept in it.

(3) The management and the service in connection with the Canteen are to be conducted by Officers and soldiers only, and no civilian is to be employed in it or to have any interest in it.

(4) The Canteen Steward is in no way to be regarded as the manager of the Canteen, but only as the assistant of the Committee and as head salesman, charged with the duties of receiving the goods ordered by the Committee, and dispensing and accounting for the same under the rules and directions laid down by the Committee.

(5) The daily takings should be handed over by the Steward to the Treasurer or the President of the Committee not less frequently than once a day. All receipts should be deposited in a Bank daily to the credit of the Canteen Committee, and all cheques should be countersigned by the Commanding Officer.

(6) Tradesman's and other bills and accounts should be closed up and paid not later than the end of each month.

(7) A scale of prices of all articles on sale should be posted up in the Canteen for the information of purchasers. Such scale should invariably be first approved by the Commanding Officer.

(8) Goods should be purchased from such tradesmen only as the Commanding Officer has approved, and orders for goods should invariably be in writing and signed by the President of the Committee.

(9) All premises of the institute will be visited frequently by the Commanding Officer, occasionally by the Medical Officer doing duty with the Unit, and daily by the Captain or Subaltern of the day.

(10) A Committee of Management of three Officers will be appointed by the Commanding Officer, under whose orders they will act. The President should, if possible, be a Field Officer. No Officer of the Regimental Staff should be a member, and not more than one member should be changed at a time.

(11) Defaulters will be excluded from the Canteen, except during one hour of the day only, 7 p.m. to 8 p.m.

Men attending Hospital and doing light duty will be excluded from the Canteen, unless the written permission of the Medical Officer has been given.

(12) Officers and soldiers with their families are the only persons permitted to purchase articles at any of the branches of the institute. No civilians are to be allowed to purchase articles at any of the establishments at any time.

(13) All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of articles for the benefit of, or on behalf of persons not so entitled.

(14) The Commanding Officer may permit soldiers to introduce male friends into the coffee room, on condition that they leave the barracks on the sounding of the first post of Tattoo. The person who introduces a friend will be responsible for his good behaviour. The Commanding Officer may exclude any individual at any time.

STANDING ORDERS

PART V **Miscellaneous**

48—MEDICAL

Men who report sick and are not admitted to the Hospital are usually classed under the following Headings:—

Attending Hospital—

A man attending Hospital will attend his parades and duties. He is forbidden to enter the Canteen. He will on no account leave barracks unless on duty.

Attend and Excused Duty—

A man marked attending and excused duty is forbidden to enter the Canteen. He will be present at all roll calls, reveille and tattoo (and midday dinner) and is not to leave his room after tattoo roll call.

Medicine and Duty—

A man marked medicine and duty, performs his duty as soon as he gets back from the Hospital. He is allowed in the Canteen and out of barracks.

Duty—

Explains itself. N.B.—Reporting sick unnecessarily is an offence.

(1) Non-Commissioned Officers and men in Hospital must adhere strictly to the Hospital Regulations and to all orders and instructions they may receive from the Medical Officer while under his charge.

(2) The offence of concealment of disease will be severely dealt with.

(3) Any man on Guard or Duty who may be taken ill must report the fact to the nearest Non-Commissioned Officer or man, otherwise he will be held responsible for any irregularities occurring.

(4) Every man will change his linen at least once a week, usually on Sunday.

(5) Non-Commissioned Officers in charge of rooms are held responsible that the men regularly attend ablution rooms.

(6) Bathing must be encouraged.

49—SANITATION

(1) Abroad even more than on home service, the efficiency of a Corps and the health of the Battalion depend on the individual care and the personal supervision of the Commanding Officer, Company Commanders and Quartermaster in all sanitary matters.

(2) It must be borne in mind by all ranks that any neglect of sanitation speedily brings its own punishment.

(3) The Sanitary Section works under the direction of the Quartermaster.

The general duties are—

To see to the cleanliness, disinfection, etc., of the latrines drains, ashbins and rubbish pits.

To sweep and generally tidy the parade grounds and roads in the vicinity of barracks or camp.

(4) Where an incinerator is in use, the Sanitary Section is responsible for its working.

50—DEFAULTERS

(1) Defaulters will undergo two hours' extra drill daily and will perform fatigue work. The hours for parade will be set from time to time.

(2) The drill will be carried out in full marching order.

(3) Defaulters' drill will not be instruction, but will consist of marching, turning and wheeling. The drill will be in quick time but in severe weather they may be made to drill in double time for short periods. They may be allowed to stand at ease for five minutes during the hour. The period of each drill will not exceed one hour.

(4) Defaulters, when awarded confinement to barracks, will be informed of the hours at which they will parade for drill, or to answer their names, as follows:—

(a) When punished by the Company Commander:—By Company Sergeant-Major.

(b) When punished by the Commanding Officer:—By the Regimental Sergeant-Major.

51—MISCELLANEOUS

(1) The first principle to be instilled in every man is zeal for service and an anxious desire to support the character and credit of the Battalion. These sentiments will lead him to an honorable discharge of all his duties. His occupation will be a pleasure rather than a task, and punishment will only be necessary for the idle and unprincipled. Good conduct will always meet its reward. Irregularity and drunkenness will always be severely punished.

(2) From the private soldier is required at all times the utmost respect to his superiors, an implicit obedience to orders, a sober and orderly conduct, great cleanliness in his appearance and dress, and the utmost care of his arms and appointments. When absent from his Battalion he must be attentive to the same particulars in order that his conduct and appearance may reflect credit on the Corps.

(3) The whole of the clothing, accoutrements and necessities must be produced at inspection. A soldier who is guilty of selling or making away with any such article will be brought before a Court Martial for the offence.

(4) He is equally liable to be tried should he by neglect suffer any of them to be lost.

(5) Any man guilty of making holes in or cutting any of his accoutrements or altering any of his clothing or necessities from the established pattern will be punished, independent of his having to make good at his own expense the damage caused by such alteration.

(6) Every soldier in the Battalion will be treated with the strictest justice. If any man has any real cause for complaint he must make his complaint through his Platoon Officer and Company Commander. Without meaning to encourage trifling complaints, of which every soldier should be ashamed, the Commanding Officer wishes it to be understood that all real grievances will be redressed.

(7) No soldier will be permitted to have any clothes in his kit other than Regimental.

(8) The introduction of wines and spirits or beer into barrack rooms is prohibited.

(9) Men will at all times pay the compliments due to Officers whether in uniform or plain clothes, and not only to Officers of their own Regiment, but to all Officers of the Army,

as well as to those of the Royal Navy, Marines and Territorial Army.

(10) Soldiers will at all times salute in the streets in accordance with the rules laid down.

(11) In a civil court a soldier will remove his headdress while the judge or magistrate is present, except when he is on duty and under arms with a party or escort in the court.

(12) All parties and individuals will pay the usual compliments to all funerals, whether Military or otherwise.

(13) Soldiers are to observe a respectful demeanor to all magistrates and other civil authorities. They are to be quiet and civil in their intercourse with the inhabitants of the town, and to be careful not to be drawn into any quarrels with the civilians. A soldier who is found present in a brawl, even though he may be as a spectator only, will be punished for breach of discipline.

(14) No soldier is to reply to an Officer or Non-Commissioned Officer when found fault with on duty or in the ranks, unless an explanation is required by such Officer or Non-Commissioned Officer. This order must be observed most strictly with the recruits, who are not to speak or make any reply while at drill, but are to implicitly obey and attend to the instruction they receive.

(15) Soldiers will on no account borrow or lend articles of kit equipment.

(16) Every soldier should wish to be qualified and be ready in every way to take his place should his Regiment be ordered on active service. It is therefore as much a part of his duty to keep himself in strict bodily health as to train himself in all military detail. If a soldier gives way to drunkenness or excess of any description, his constitution must become undermined, and when his Regiment proceeds on service a soldier of this kind will be left behind, and is liable for trial under Section 40 A. Act.

(17) On all occasions, whether at drill, fatigue or elsewhere, men are to be decently clean as regards their dress. Soldiers have no duty to perform which can justify their being dirty. The practice of walking about barracks in a slovenly manner with coat unbuttoned or carrying cigarettes behind the ears is strictly forbidden.

(18) No man is to cut, alter or sell any part of the clothing or appointments without authority.

(19) If a man finds any money or other property he is to hand it in at once to his Company Sergeant-Major.

(20) Nothing but sickness or the most urgent necessity

can vindicate a soldier who fails to return on expiration of his pass. In the case of sickness the certificate of a surgeon must be forwarded to the Adjutant at once.

He will also report himself:—

(a) To the nearest Staff Officer, or

(b) To the Commanding Officer of the nearest Unit or Detachment.

Or if neither of the above are within convenient distance—

(c) To the nearest Justice of the Peace.

(21) On an Officer entering a barrack room or institute unaccompanied by a Non-Commissioned Officer, the oldest soldier present should at once rise and call the remainder to "Attention."

(22) Smoking on all parades is strictly forbidden except when an order is given to march at ease.

(23) When the National Anthem is being played all soldiers will stand to attention.

(24) Soldiers will at all times keep their hair cut short. With the exception of the upper lip, men will be clean shaven.

(25) Whenever a man is absent at Reveille, his kit will immediately be taken into Company stores and an inventory taken.

(26) Non-Commissioned Officers and men, unless in possession of a pass signed by the Commanding Officer, are strictly forbidden to enter any married quarter excepting when on duty.

(27) Men are strictly forbidden to remove papers, knives and forks or any other articles, from any garrison or Regimental institute. The comfort of the men depends on this order being adhered to.

(28) All soldiers while proceeding to or from musketry, or any other duty outside their barracks, are forbidden to enter any public house for the purpose of obtaining refreshment.

(29) No meetings for the purpose of forming Committees, clubs, such as recreation clubs, etc., are to be held unless the sanction of the Commanding Officer has first been obtained.

(30) Delegations or discussions by Officers or soldiers with the object of conveying praise or censure on their superiors or any others in His Majesty's Service, are prohibited. Every Officer will be held responsible should he allow himself to be complimented by Officers or soldiers who are serving, or who have

served under his command, by means of presents of any description, or by any collective expression of their opinion.

(31) An Officer or soldier is forbidden to publish in any form whatever, or communicate either directly or indirectly to the press, any military information or his views on any military subject, without special authority. He will be held responsible for all statements contained in communications to his friends which may subsequently be published in the press or otherwise.

F. H. M. CODVILLE, Major
144th Overseas Battalion, C.E.F.

Approved:

A. W. MORLEY, Lt.-Col.
Comdg. 144th Overseas Battalion (W.R.) C.E.F.

Winnipeg, Man.

March 8th, 1916.



